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The Nevada State Plan for an adult basic education program provides the legal basis for qualifying for Federal funds under the Adult Education Act of 1966. The State Board of Education will administer the program as an integral part of the State System of Public School Adult and Vocational Education, but other agencies (Federal, State, municipal, and private) will be asked to cooperate. Duties and qualifications of personnel are listed. Vocational-Technical Adult advisory councils will serve at state and local levels. Detailed program proposals will be submitted by local schools and special projects, teacher training, and research will be considered. Grants to private nonprofit agencies are prohibited by law. State fiscal control and accounting procedures as well as policies and procedures for administrative review and evaluation are outlined. Services to be provided by the State Board are listed as supervision, evaluation, promotion of local programs, development of methods and materials, recruitment and orientation of qualified personnel, consultative and technical assistance in planning, and a survey of adults in need of basic education in Nevada. (rt)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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State Plan for the Adult Basic Education Program Under the Adult Education Act of 1966

Submitted by the State of Nevada in accordance with the provisions of the Adult Education Act of 1966 and the Regulations promulgated thereunder.

Submitted by Nevada State Board of Education

on April 28, 1967

By: Burnell Larson
Burnell Larson

Superintendent of Public Instruction

To be completed by the Office of Education:

Date on which State plan was received by the Commissioner: _____

Date on which plan or amendment is effective: _____

By: _____

Title: _____

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INTRODUCTION

Purpose of the State Plan

The State plan is a standard requirement used in connection with cooperative Federal-State programs. The State plan provides:

1. The legal basis on which the State through its State educational agency will qualify to participate in the Adult Education Act of 1966 program and to receive Federal funds thereunder.
2. A comprehensive statement of the State agency's organization and the objectives, policies, and methods under which the agency will administer or supervise the administration of the plan.
3. A basis for common understanding among the State agency, other participating agencies, the U.S. Office of Education, and the program reviewers and auditors.
4. A basis for both immediate and long-range planning and for continuous, systematic evaluation.

1.0 General Provisions

1.1 State Agency

1.11 Name of State agency

The Nevada State Board of Education will be the sole agency for administering this State plan.

1.12 Official Title of officer

The Superintendent of Public Instruction is the official of the Nevada State Board of Education who is authorized to submit this State plan and all amendments hereto.

1.13 Authority to administer

The Nevada State Board of Education shall be responsible for the administration of all activities to be carried out under this State plan.

1.2 Custody of funds

1.21 Receipt and safeguarding of Federal funds

The title and official address of the officer who has legal authority to receive and hold proper custody of Federal funds granted to the Nevada State Board of Education under the Act is the Treasurer of the State of Nevada, Capitol Building, Carson City, Nevada 39701.

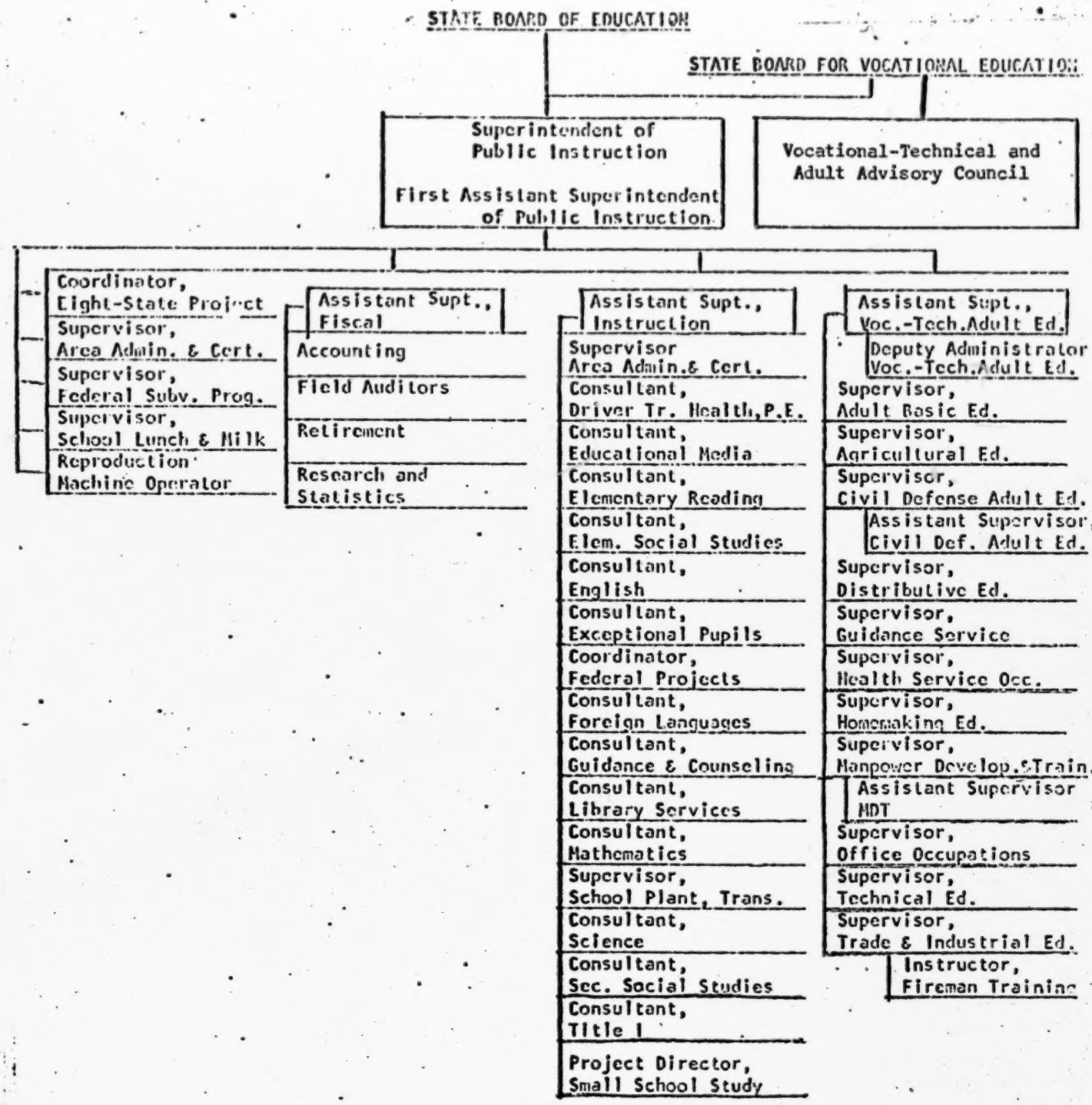
1.22 Use of Federal funds

All Federal funds received under the Act will be expended solely for the purposes for which granted, and that any such funds not so expended, including amounts lost or diverted to other purposes, shall be paid back to the U.S. Office of Education.

Plan Section No. 1.3
State

1.3 Organization

Adult Basic Education programs will be administered as an integral part of the State System of public school adult and vocational education. All units in the Nevada State Department of Education as shown below will cooperate with the Adult Basic Education Section of the Division of Vocational-Technical and Adult Education.



Further, in order to assure effective implementation and promotion of adult basic education classes under this State plan, other agencies, Federal, State, municipal and private will be requested to cooperate with the Nevada State Board of Education, either before, during or after class operation. Such agencies may include, but not be limited to:

Nevada State Department of Health, Welfare, and Rehabilitation; Nevada State Department of Economic Opportunity; Nevada Intertribal Council; Nevada Equal Rights Commission; Nevada Department of Economic Development; Nevada State Department of Employment Security; University of Nevada, Reno; Nevada Southern University, Las Vegas; Nevada State Library; Nevada Indian Affairs Commission; Nevada State Department of Motor Vehicles; Nevada State Prison; U.S. Department of the Interior, Bureau of Indian Affairs; U.S. Department of Labor, Bureau of Apprenticeship Training; U.S. Department of Health, Education and Welfare, Indian Health Division; Job Corps Administration; VISTA Volunteers and Work Study Programs.

1.4 Personnel

1.41 State Board of Education

1.41.1 Duties

The Nevada State Board of Education is the sole agency responsible for administration of this State plan and for the supervision of the administration thereof by local educational agencies, and has all the necessary power to cooperate with the U.S. Office of Education in the administration of this State plan.

1.41.2 Qualifications

The State Board will consist of eight lay members: Six members shall be elected, one from each of the educational supervision districts of the State, and two members shall be appointed by the elected members of the Board. One of the appointive members shall be a representative of agriculture and one shall be a representative of labor. The State Superintendent of Public Instruction serves as Executive Officer of the State Board and is custodian of the State Board Minutes.

1.42 Executive Officer of the State Board of Education

(Superintendent of Public Instruction)

1.42.1 Duties

The State Superintendent of Public Instruction serves as executive head of the State Department of Education. As executive head of the State Department of Education, the Superintendent of Public Instruction shall also perform duties prescribed by law including:

(a) Executing, directing and supervising of administrative and technical activities of the Department in accord with the policies prescribed by the State Board of Education.

(b) Employ such personnel as are approved by the State Board of Education and as are necessary for efficient operation of the department.

(c) Be responsible for organizing the Department in a manner which shall assure effective operation and service.

(d) Be responsible for maintaining liaison and coordinating activities with the other State agencies exercising educational functions.

1.42.2 Qualifications

The Superintendent of Public Instruction shall be appointed by the State Board of Education. He shall hold office subject to being removed at the pleasure of the State Board of Education.

To be eligible for the office of Superintendent of Public Instruction, a person shall have attained the age of twenty-one years at the time of his appointment and hold a master's degree in the field of education or school administration.

1.43 Assistant Superintendent for Vocational-Technical and Adult Education

1.43.1 Duties

The Assistant Superintendent for Vocational-Technical and Adult Education is assigned primarily to the administration and direction of the vocational and

adult education programs and may be assigned other administrative responsibilities by the State Board or the Executive Officer. He is responsible for carrying out the provisions of this State plan and for the immediate direction, coordination and administration of all fields of vocational and adult education included herein.

He is empowered to employ staff subject to the approval of the State Board and the State Personnel Board. He is authorized to recommend payments of all Federal and State funds to county boards of education and to such other agencies as may be recipients of aids under this Plan. He conducts State planning and development and coordinates adult education into the total educational program in the State of Nevada.

1.43.2 Qualifications

The Assistant Superintendent for Vocational-Technical and Adult Education shall have a thorough knowledge of the current practices and methods of adult and vocational education; the ability to plan, organize and direct the work of a professional staff engaged in a variety of vocational and adult activities; the ability to establish and maintain effective working relationships. He must be qualified for a Nevada Vocational Teaching Certificate and a Professional School Administrator Certificate issued under the authority of the Nevada

State Department of Education. He must hold a master's degree in vocational education administration or school administration, and have had four years of increasingly responsible teaching and educational administrative experience which must have included adult teaching experience.

1.44 Deputy State Administrator of Vocational-Technical and Adult Education

The State Board employs a Deputy State Administrator who performs duties as assigned by the Assistant Superintendent of Vocational and Adult Education.

The Deputy State Administrator shall meet the same qualifications as specified for the Assistant Superintendent of Vocational-Technical and Adult Education.

1.45 Supervisor of Adult Basic Education

1.45.1 Duties

The State Supervisor of Adult Basic Education shall plan, promote and develop, and supervise basic education programs designed to raise educational standards of those in need of adult basic education.

1.45.2 Qualifications

The Supervisor's qualifications will include thorough knowledge of the various problems related to adult basic education; thorough knowledge of modern educational methods including testing, guidance, and

counseling; knowledge of Federal and State laws and regulations governing adult basic education; ability to conduct conferences and in-service training programs and to plan teacher-training adult education and counseling and guidance programs; ability to prepare and write clear and concise reports; ability to interpret and carry out departmental policies and coordinate diversified training objectives into coherent programs; ability to establish and maintain effective working relationships with others; have such training as may be gained through the attainment of a master's degree or the equivalent of thirty post-graduate credits from a college or university; among these credits it is desirable that he have credits in English, education, and language; he should have teaching experience and experience in supervision or coordination of educational programs.

Plan Section No. 1.5 - 1.6

State Nevada

1.5 State and local advisory committees

In order to improve reporting of State and local administration of programs and to assure that State plan programs are meeting the needs of the community, the State advisory committee will be the already existing Vocational-Technical and Adult Advisory Council that has heretofore acted in an advisory capacity relative to adult basic education. State administration of adult basic education programs under these provisions will include strong recommendations that every school district program under those provisions establish or continue similar advisory committees.

1.6 Program

Detailed program proposals will be submitted by local schools to the Assistant Superintendent for Vocational-Technical and Adult Education who, in consultation with the Supervisor of Adult Basic Education will make the comparison of such proposals on the basis of the criteria established in section 1.7 herein and, on this basis, established priority for programs which assure substantial progress (with respect to all segments of the adult population and all areas of the State) in the establishment or expansion of adult basic education programs. In all cases, however, first priority will be given to programs which provide for instruction in speaking, reading, or writing the English language for persons functioning at the fifth grade level or below, and second priority will be given to such instruction for persons functioning above the fifth and through the eighth grade level.

Plan Section No. 1.7

State Nevada

1.7 Program criteria to attain objective

In establishing the criteria for the objectives of the program, the Nevada State Board of Education, through its staff, will give consideration to factors such as the following:

(a) Whether and to what extent a program will serve adults in those geographic areas of the State which have high concentration of adults in need of basic education;

(b) Whether and to what extent a program will serve adults with the greatest basic education deficiencies which are impairing their ability to obtain employment and become more productive and responsible citizens;

(c) Whether and to what extent a program has been planned and/or will be conducted in cooperation with Community Action programs, Work Experience programs, VISTA, Work Study programs, Manpower Development and Training programs, Vocational Education programs, and other programs relating to the anti-poverty effort;

(d) Whether and to what extent a program will utilize qualified instructional staff, adequate facilities, equipment, materials, and guidance and counseling services;

(e) Whether and to what extent a program will provide health information and services to the extent available through cooperative arrangements with State health authorities;

(f) Whether and to what extent a program makes provisions for effective recruiting of adults for enrollment;

(g) Whether and to what extent a program will provide for the use of personnel in college work study programs, VISTA, and other anti-poverty programs;

(h) Whether and to what extent a program incorporates the results of research or techniques which have been proven effective;

(i) Whether and to what extent a program incorporates innovative or imaginative instructional methods;

(j) Whether and to what extent a program provides for effective administration and supervision by the local educational agency to assure efficient and economical operation; and

(k) Any other factors which are relevant to the implementation and promotion of adult basic education programs in the State of Nevada.

Plan Section No. 1.8

State Nevada

1.8 Cooperative arrangements between State educational agency and State health authority

The Nevada State Board of Education and the State Department of Health, Welfare, and Rehabilitation, Health Division, hereby authorize the use of such health information and services for adults as may be available from the State Department of Health, Welfare, and Rehabilitation, Health Division, and as may reasonably be necessary for such adults to benefit from the instruction pursuant to the Act.

For the State Department of Health, Welfare, and Rehabilitation	For the State Board of Education
(Signature)	(Signature)
Otto H. Ravenholt, M.D.	Burnell Larson
(Name)	(Name)
Dir. Dept. Health, Welfare & Rehab.	Superintendent of Public Instruction
(Title)	(Title)
April 25, 1967	April 25, 1967
(Date)	(Date)

Plan Section No. 1.9
State Nevada

1.9 Cooperation in anti-poverty efforts

The Nevada State Department of Education will fully cooperate with the Cooperative Area Manpower Planning System (CAMPS) and will, prior to approval of adult basic education programs, and special projects, teacher-training, or research grants, discuss fully such programs with both the area and State committees to insure lack of duplication. The State Department of Education also will take vigorous action to insure communication with all other anti-poverty efforts in the State of Nevada. Such action will especially include discussion of programs with the present State Manpower Advisory Committee, upon which most of the anti-poverty efforts are represented. Special effort will also be directed toward communications to assure the maximum cooperation of effort with Community Action Programs, Work Experience Programs, VISTA, Work Study, and other such programs.

Plan Section No. 2.0 - 2.2

State Nevada

2.0 Special projects, teacher-training and research

2.1 Policies, procedures, criteria, and priorities in selection of projects

The policies, procedures and criteria to be followed by the Nevada State Board of Education in determining priority of such projects submitted by public agencies will be essentially those which are to be employed for regular programs. Such projects will be given a priority over regular continuing programs until such time the State Board feels that ample experimentation has been carried on. Such priority will be considered, however, only relative to the following special criteria:

(a) The extent to which the proposed project provides basic education to adults who need basic education;

(b) The extent to which the proposed project stimulates an expansion or improvement of adult basic education in Nevada;

(c) The extent to which the proposed project has nationwide or regional significance in the field of adult basic education.

2.2 Criteria and priorities applied for programs at eighth grade level and below

Priority will be given to such special projects, teacher training, and research programs related to speaking, reading, or writing the English language at the eighth grade level or below.

Plan Section No. 2.3
State Nevada

2.3 Grants to private nonprofit agencies

The Nevada State Board of Education is prohibited under State law from making such grants to private nonprofit agencies. Following is an Attorney General opinion prohibiting such grants:

STATE OF NEVADA
DEPARTMENT OF ATTORNEY GENERAL
CARSON CITY, NEVADA 89701

HARVEY DICKERSON
ATTORNEY GENERAL

August 29, 1966

Dr. Howard A. Mathews
Acting Chief
Manpower Development Training
U. S. Office of Education
Washington, D. C.

Dear Dr. Mathews:

You have inquired of this office whether there might be some way to avoid the statutory prohibition of the Nevada Revised Statutes 394.130 against the contribution of state funds to the support of private schools set out in our Attorney General's letter of July 29 on this subject.

I have devoted some amount of time to research of the subject and have found no reported case or attorney general's opinion in any state where the construction suggested was allowed under a similar statute. No statute in our system suggests any intent to allow a construction more liberal than a simple reading of the statute would allow.

Beyond this, I have been unable to find a single case permitting state contribution to private institutions in the form of services. This conclusion being inescapable under Nevada law as well as that of other jurisdictions, I have no choice but to affirm the conclusion in our letter of July 29, 1966 that contribution of public school funds to private schools is not allowable under our present statutes.

Sincerely,

HARVEY DICKERSON
Attorney General

By:

George H. Hawes
Deputy Attorney General

GHH/sg

cc: Mr. John N. McCarthy

Plan Section No. 3.0 - 3.1

State Nevada

3.0 State Fiscal control and accounting procedures

3.1 General

Authorized officials of county school district, public educational agencies, or other public agencies shall submit a written and properly signed proposal to expend funds in accordance with provisions of this State Plan. The proposal must set forth the specific use of funds, must agree to spend funds for the purposes intended and must keep accurate records and make reports as required by the Nevada State Board of Education. After consideration by the Assistant Superintendent for Vocational-Technical and Adult Education and the Supervisor of Adult Basic Education, tentative approval is given by signature to such proposal. Immediately after termination of the approved program, authorized officials of county school districts, public educational agencies, or other public agencies shall submit a final report together with statements for approval of expenditures in accordance with this State Plan. The Supervisor of Adult Basic Education is responsible by signature and the Assistant Superintendent for Vocational-Technical and Adult Education is responsible by review and signature that expenditures as claimed have been made in conformance with the approved application and this State Plan.

(Nevada Revised Statutes 385.100 Regulations prescribing conditions under which funds, commodities, or services from Federal agencies may be accepted for use by public schools.)

"2. All contracts, agreements or arrangements made by public schools and school systems in the State of Nevada involving funds, services, commodities or equipment which may be provided by agencies of the Federal Government, shall be entered into in accordance with the regulations prescribed by the State Board of Education and in no other manner."
(Nevada Revised Statutes 277.010 Cooperative agreements between public agencies within or without the State.)

"4. The agreement shall:

(c) Provide for strict accountability of all funds and for reports of all receipts and disbursements."

3.2 Accounting basis and authority

The State of Nevada including all of its political subdivisions operates on a cash basis of accounting.
(Nevada Revised Statutes 354.340 Business Transacted on Cash Basis)
"After March 28, 1953, the business of every political subdivision shall be transacted upon a cash basis and in accordance with the terms of N.R.S. 354.330 to 354.400 inclusive."

3.3 Adequacy of records

Accounts and supporting documents relating to any adult basic education programs involving Federal financial participation will be adequate to permit accurate and expeditious audits of the program.

3.4 Location and availability of records

The Nevada State Department of Education, Heroes Memorial Building, Carson City, Nevada 89701, will maintain the official accounts and records which will show receipts and expenditures of Federal and matching funds under the approved State plan. Such accounts and records will be maintained by the State Department of Education and be available for program review and audit.

3.5 Audit of expenditures

3.51 State audit of State accounts

The accounts of the Nevada State Board of Education are audited by the Nevada State Department of Education Auditors. These audits will be made annually or whenever requested, and copies of such audits will be available in the office of the State Department of Education.

3.52 Audit of participating agencies' accounts

The accounts of the participating agencies will be audited by the State Department of Education field auditors. These audits will be made annually or whenever requested, and copies of such audits will be available in the office of the State Department of Education.

3.6 Disbursement of funds

3.61 Basis of disbursement of funds

Funds for these purposes shall be paid to participating agencies under this State plan either as a reimbursement

for actual expenditures already made or as an advance prior to the expenditure of funds based upon an approved program proposal.

3.62 Title of disbursing officers

The State Superintendent of Public Instruction, the Assistant Superintendent for Vocational-Technical and Adult Education, and the Deputy Administrator, Vocational-Technical and Adult Education, will have authority to approve the disbursement of funds under this State plan.

Plan Section No. 4.0 - 4.23

State Nevada

4.0 Policies and procedures for State agency administrative review and evaluation

4.1 General Policy

The State Board, through its staff, will provide technical and supervisory services and activities as are required to meet the requirements and specifications of the Adult Basic Education program under the Nevada State Plan.

4.2 Services to be provided

Such technical and supervisory services shall include (but not necessarily be limited to) the following:

4.21 Supervision of approved local programs of instruction and pilot programs to the extent necessary to provide adequate consultation and assistance for local educational agencies responsible for such programs, and to assure compliance with and the attainment of State Plan requirements and objectives.

4.22 Periodic evaluation of local programs of instruction and pilot projects (including use of measurement devices, standardized tests, or other methods for determining students' achievement levels and programs) with the results being used for necessary change and development in the program.

4.23 Development and adaptation of methods and materials which are most up-to-date and effective in the conduct of adult basic education programs, either within the State Board or through programs with county boards, colleges, or universities.

Plan Section No. 4.24 - 4.28

State Nevada

4.24 Promotion and stimulation of adult basic education programs and projects on the local level, and of participation therein and public support thereof.

4.25 Provision of preliminary orientation and in-service training to instructors, instructional education, supervisors and other adult basic education staff personnel.

4.26 Assistance and recruitment of qualified adult basic education personnel (including recruitment of persons in work-study programs provided under Title I, Part C of the Act or "Volunteers in Service to America" provided under Section 603 of the Economic Opportunity Act of 1964.)

4.27 Consultative services and technical assistance may be provided in planning, organizing, and administering local programs and projects.

4.28 Survey of the total number and location of adults in need of basic education in the State of Nevada.

Plan Section No. 5.0

State Nevada

5.0 Reports

The Nevada State Board of Education will make and submit to the U. S. Commissioner of Education the reports described in §166.47 of the Regulations; the Nevada State Board of Education will maintain records in support thereof as required under §166.40 of the Regulations.

Plan Section No. 6.0

State Nevada

6.0 Amendment

This State plan will be amended to reflect any material changes in the program approved for by such plan, any changes in pertinent State law, or any changes in the designation or organization of the Nevada State Board of Education or Nevada State Department of Education, their operations, policies, and methods of administration; these amendments will be submitted and certified in the same manner as this State plan.

Plan Section No. 7.0

State Nevada

7.0 Legal Authority

Copies of or citations to all pertinent laws, regulations, and interpretations thereof by State officials or courts are included as part of this State plan. All copies or citations are certified to be correct by the Attorney General.

Plan Section No. 8.0 - 8.1

State Nevada

8.0 Certification forms

8.1 Certification of State Plan by official of the State agency authorized to submit the State Plan

State of Nevada. I hereby certify that the attached State Plan (or amendment) was duly adopted by the Nevada State Board of Education on April 20, 1967, and will constitute the basis for participation of the State of Nevada under the Adult Education Act of 1966.

April 25, 1967

Russell Larson
(Signature)

Superintendent of Public Instruction

Plan Section No. 8.2

State Nevada

8.2 Certification by State Attorney General or other official designated in accordance with State law to advise the State agency on legal matters

State of Nevada. I hereby certify that the Nevada State Board of Education, is the sole State agency for administration of the plan or for supervision of the administration of the plan; and that such State Board has authority under State law to develop, submit, and administer or supervise the administration of the plan; that the official title of the officer authorized to submit the State Plan is the Superintendent of Public Instruction; that the State Treasurer has authority under State law to receive, hold and disburse Federal funds under the State Plan; and that all provisions contained in the plan are consistent with State law and that all copies of laws, citations to pertinent laws, and interpretations thereof relative thereto are included in the plan and are correct.

April 28, 1967
(Date)

Harold B. Wahl
(Signature)

Chief Deputy, Attorney General
(Title)

ERIC Clearinghouse
APR 17 1968
on Adult Education